



CABINET FOR HEALTH AND FAMILY SERVICES OFFICE OF HEALTH POLICY

Steven L. Beshear
Governor

275 East Main Street, 4W-E
Frankfort, Kentucky 40621
Telephone: (502) 564-9592
FAX: (502) 564-0302
www.chfs.ky.gov/ohp

Janie Miller
Secretary

Carrie Banahan
Executive Director

Policies Regarding Data

Effective January 1, 2007, the Office of Health Policy established policies regarding the processing and publication of data. These policies were revised on January 1, 2009 and are as follows:

Facilities that are required to report data to the Commonwealth of Kentucky in accordance with 902 KAR 20:008 (rev 10-15-03) or 900 KAR 6:050 include: Hospitals; MRI Equipment (CON Exempt and Approved); Megavoltage Equipment; Ambulatory Surgical Centers; Long Term Care Facilities; Home Health Agencies; Hospice; and Positron Emission Tomography Equipment.

Deadlines:

Complete data is required to be received by the Commonwealth of Kentucky no later than 45 calendar days from the date the survey is released, pursuant to 902 KAR 20:008 (rev 10-15-03). All surveys are administered online and therefore, each facility must enter their data via the website noted in the notification letter sent each year. Hardcopy surveys are no longer accepted. Non-compliance in reporting data will result in a facility being reported to the Office of the Inspector General for further action.

Extensions:

An extension for submission of data may be granted only for good cause. An extension request must be made in writing (email is acceptable) to the administrator of each specific survey. An extension of up to 10 calendar days may be granted. Any facility not in compliance with reporting five days beyond the extension date will be referred to the Office of the Inspector General for further action.

Data Corrections Prior to Publication:

If an error is identified in data already submitted, the facility will be contacted by the Office. The facility will then have up to 14 calendar days to resubmit corrected data. A draft of each report will be available to all relevant facilities to review for a period of 14 days. Corrections must be submitted in writing before the end of the 14 day validation process for any errors identified by a facility or the change will not be made. No changes to the report will be made after the 14 day time frame.

Data Corrections and Error's After Publication:

If the Office of Health Policy makes a mistake in the publication, using data that was submitted correctly, that data will be corrected in the online publication. Data that was reported to the Office of Health Policy incorrectly by the facility, and not corrected within the 14 day review period will not be changed in the the online or hardcopy reports. Facilities may provide a note for the comments section in the next year's survey for publication regarding the previous year's error.

Open Records Requests and Preliminary Data:

All Open Records Requests must be in writing, signed and dated. During the data collection and compiling process, the data is considered preliminary and in use. Prior to publication, all survey data is subject to revision. No data will be released prior to the official publication of each survey.



